## GEORGIA DEPARTMENT OF LABOR **ADMINISTRATIVE SERVICES FACILITIES AND SUPPORT SERVICES**

RECORDS MANAGEMENT AND CONTROL

Application Number

DOL-143 (R-5/85)

## **APPLICATION FOR**

Application Date:	June 19, 1986 °	FOR STATE RECORDS MANAGEMENT DIVISION USE  Date Received Application No. Date Completed
		OCT 1 4 1986 77-48-A FEB 4 1987
	•	
Record Series Title:	77-48A Appeal Decision File.	Person to Contact: Margaret Herring
Item number to be ar	mended: 12	Telephone No. 656-3035
Reads as follows:	Record Copy - At the end of each Mostate Archives for pe Reference Copy - Cut off file at end hold in current file	rmanent retention.
Amended to read:	Records Center, hol	<u>,                                    </u>
Reason for change:	Due to reduction in space in the rea	arrangement of the Appeal section.
AUTHORITY: Division Director/De	esignee!	Date 10-386
Records Managemen	t Officer (RM&C):	Date 10-8-86
Chief, Records Mana	agement and Control. Mallani To Jo	Date 10-8-86
Assistant Commissio	oner (Administration): <u>far E. Hollinggwold</u>	Date 10-9-86
State Auditor/Design		Date 2-2-87
Secretary of State/D		Date 1/24/8/
Asserbay Canasal/D	onignos:	Data 1/1/9



AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.	
FOR AGENCY USE	1. Agency Address ·	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Department of Labor	Application Number
1-17-79	Unemployment Insurance Services	/ /~48-A
Application Number	Appeals Tribunal	Date Received Date Completed
DL-039	Room 184, Labor Building Atlanta, Georgia, 30334	JAN 1 9 1979  FEB - 5 1979
2. Person to Contact	Working Title ' .	Telephone Number
Ann Smith	Office Manager	656-3035
3. Action Requested		
	Schedule; record will continue to accumulate.	
	ccumulation; no further accumulation anticipated.	
c. Amend Application 4. Dates of Series		
Earliest Latest	5. Records Series Title (followed by title used in office; if di	merent)
1939   Forward	Appeal Decision File	
6. Division and Office Function	* · · · · · · · · · · · · · · · · · · ·	which this record series is created?
	Inemployment Insurance Division is to implem	
Security Law which re	equires that legal entities employing worker	s in Georgia report and pay
taxes on wages of suc	ch workers; and to subsequently pay unemploy	ment insurance benefits to
such covered workers	when they become unemployed through no faul	t of their own and when they
comply with certain $\epsilon$	eligibility requirements of the law.	_
Under the Georgia Emp	ployment Security Law, claimants and employe	ers have right to appeal any
administrative determ	ination. ** *** * ** *** *** *** ***	
Administers appeals :		Ammon I or Windlesson I are I
hearings and renders	under UC, UCFE, UCX, SUA, EB, FSB Programs. administrative decisions on issues under es	Appears Tribunal conducts
*Unemployment (	Compensation **Unemployment Compensation Fe	ederal Employees
***Unemployment Compe	ensation X-Service Men ******Special Unempl	
	This file contains the following documents (include form nu	
7. Record Series Description	Attach samples of the file.	moers and titles, it any):
Documents relating to: U	Inemployment Insurance Appeals of Monetary a	und Non-Monetary Determinations
		, 2000000000000000000000000000000000000
Included are:		
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	Referee Decisions.	•
	·	
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r ne is arranged.	ile is arranged in sequence by docket numbe	r.
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8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old twenty-five months and olde	Seven to twelve months old $\frac{100}{2}$ ; Thirteen to	twenty-four months old <u>60</u> ;
· · · · · · · · · · · · · · · · · · ·		
9. Annual Rate of Accumulation Letter-size drawers		Other (specify)
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(Over)

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X	b. Does the seri	es contain confidential in	formation requ	airing security handling?	If yes, cite law or regula	ation.	
Х	c. Is this a vital	record?		<del> </del>			
Х		es have historical or long					<del></del>
Х	e. When one or documents b	two documents in the file scheduled separately?	e make it neces	sary to keep the entire	ile for a long period, cou	ld these	
X		ation contained in this se	ries ever publis	hed? If yes, attach cop	Y		
, i	a. Is the inform	ation contained in this se	ries ever analyz	red and/or recorded in a	summarized report?		
k	h. Is there a dup	lication of this series in y	our office, or i	in another office or ager	ncy?		
X	i. Is this series (	or a major portion of it)	regularly micro	filmed?			
X	Does the reco	rd series result in a comp			ت عبرين	<b>6</b> .02 0.0	12.4
11. Rete	ention Requirements	The followi	ng requires the	series to be kept:			
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b. S	tatute of limitation		ears.	e. Administrative n	ed 3	-	ears. ears.
c. F	ederal law	3 76	ears.	f. Federal retention			ears. ears.
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*0.0 Rev	C.G.A. 34-8-] 75  view be sent to roved Disposition Ins  fold in the current file ransfer to local holdi ransfer to State Reco lestroy.	rd of disposition requires that a the State Deposition This agency Calendar as areamonth( ag area; hold rds Center; hold wes for permanent retent	copy of eactory (Architecture) recommends to Year;  Solution Fisce s) 3year(s); thenyear(s); then	ch decision by agives) to be made hat the file series be cut al Year; Other Super Char Super Sup	peals referees an available for pub off at the end of each:	d the Bo	•
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) <u></u>		<u>J</u>		State Records Comm	ittee <i>(Signature)</i>	Dat	te
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50-71; Rev. 78

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to. Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1.0 Agency Address 1.0 Agency Address 1.0 FOR RECORDS MANAGEMENT USE \_.Georgia Department of Labor. Application Date Application Number . Unemployment Insurance Services Division Appeals Tribunal Application Number **Qate Received** Date Completed Room 184, Labor Building JAN 1 1 1977 DL-039 Atlanta, Georgia I**J**AN 24 1977 30334 2. Person.to Contact.... **Working Title** Telephone Number Margaret Kohn Management Analyst 656-3070 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. Check One: Change; • Change; • Supercede; Check One 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest 1939 Forward Appeal Decisions File. What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such workers; and to subsequently pay unemployment insurance benefits to such covered workers when they become unemployed through no fault of their own and when they comply with certain eligibility requirements of the law. 🐾 🛊 🗦 Under the Georgia Employment Security Law, claimants and employers have right to appeal any administrative determination. Administers appeals under UC, UCFE, UCX, SUA, EB, FSB Programs. Appeals Tribunal conducts hearings and renders administrative decisions on issues under established appeals procedures. \*Unemployment Compensation \*\*Unemployment Compensation Federal Employees \*\*\*Unemployment Compensation X-Service Men \*\*\*\*Specia Unemployment Assistance This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Unemployment Insurance Appeals of Monetary and Non-Monetary Determinations. Included are: Board of Review Decisions Referee Decisions. File is arranged in sequence by docket number. File is arranged: Monthly Reference Rate How often are records referred to which are: One to six months old \_\_\_\_\_\_; Seven to twelve months old \_\_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_\_\_60\_\_\_ twenty-five months and older 9. Annual Rate of Accumulation of Records -Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_\_

YES   NO   10. Questionnaire   (Place an "X" in the proper column)	
If not, where is it?	
b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  X	200
c. Is this a vital record?  d. Does this series have historical or long term research value?  e. When one or two documents in the file make it necessary to keep the entire file for a long period, could thes documents be scheduled spearately?  J. Is the information contained in this series ever published? If yes, attach copy.  J. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, strach copy.  If yes, strach copy.  In it is this series for a maior portion of it is equilarly microfilmed?  X. Is this series for a maior portion of it requilarly microfilmed?  X. Is this series for a maior portion of it requilarly microfilmed?  I. Retention Requirements  The following requires the series to be kept:  a. State Law years, d. Audit period  b. Statute of limitation years, e. Administrative need  c. Federal law 3 years, f. Federal retention instructions  Attach copy or excert of laws or regulations. Explain administrative need.  Part V Section 9193 of Federal Employment Security Manual (attached).  Based uponnistandard of disposition of other claims department documents  XXXCalendar Year; Fiscal Year; Other  XXXCalendar Year; This year(s); then  XXXCalendar Year; This year(s); then	<u>.</u>
d. Does this series have historical or long term research value?  e. When one or two documents in the file make it necessary to keep the entire file for a long period, could thes documents be scheduled separately?  X	•
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b. Statute of limitation	
Attach copy or excert of laws or regulations. Explain administrative need.  Part V Section 9193 of Federal Employment Security Manual (attached). Based upon standard of disposition of other claims department documents.  2. Approved Disposition Instructions. This agency recommends that the file series be cut off at the end of each:  XX (Calendar Year;   Fiscal Year;   Other   1/2	years.
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